

UNITED STATES DISTRICT COURT

OFFICE OF THE CLERK

DISTRICT OF VERMONT

Federal Building

RICHARD PAUL WASKO
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POSITION ANNOUNCEMENT

POSITION: PC Systems Administrator **SALARY RANGE:** CL -25 (\$28,649-\$35,808)
with promotion potential to
CL-26 (\$31,525 - \$39,104)
Depending on experience

LOCATION: Clerk's Office, U.S. District Court
Burlington, Vermont **POSITION HOURS:** Full-Time

CLOSING DATE: Open Until Filled

The Clerk's Office for the United States District Court for the District of Vermont provides administrative and technical support for the federal court at three staffed locations: Burlington, Brattleboro and Rutland. The PC Systems Administrator will be an integral component of the Systems Department which provides on-going technical support to a staff of more than thirty professionals within the court. This position will report directly to the Systems Manager. Some travel will be required to support both the Brattleboro and Rutland divisional offices, including occasional overnight assignments. Other travel is required for on-going professional development and training.

DUTIES AND RESPONSIBILITIES:

The PC Systems Administrator is responsible for all aspects of workstation functionality. The incumbent will also assist in supporting the court's Wide and Local Area Networks, including the court's internal and external Web sites. Duties include, but are not limited to, the following:

Evaluates hardware and software to determine, recommend and implement enhancements needed to support courts' mission; Analyzes existing applications to identify and correct problems; Recommends systems modifications as required; Coordinates timely installation, inventory and repair of hardware (considerable physical effort may be required in moving, connecting and trouble-shooting computer equipment);

Conducts ongoing analysis of internal and external users' needs; Provides end-user support and resolution of system-related problems; Establishes, coordinates and provides training in systems use and capabilities; Assists with presentations and technical briefings involving systems-related topics to court managers, judges, and Bar members;

Develops, implements and maintains automated court systems, including administrative applications (word processing, spreadsheet, database), groupware (email, calendaring) and voice/data communications; Adapts and creates software, including documentation; Develops specialized uses of COTS (commercial, off-the-shelf) software;

Conducts comprehensive data security assessments; Devises and maintains security systems for hardware, software and data; Provides for fault tolerant systems, utilizing various methodologies including virus protection and data redundancy; Keeps current with federal court guidelines including other relevant guidelines or requirements;

Administers courts' video conferencing and satellite training programs; Supports both internal and external users of courtroom Evidence Presentation Systems;

Travels to other court locations when required; Performs other duties as assigned by management

MINIMUM QUALIFICATIONS:

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

Specialized Experience: The candidate must possess two years of specialized experience, including at least one year of work equivalent to CL-24. This position requires a thorough knowledge of theories, principles, practices and techniques of systems requirements for supporting personal computers and associated hardware and application software. Applicants must also possess the ability to develop effective work relationships with a range of users and skill in training non-automation personnel in automation techniques.

DESIRABLE QUALIFICATIONS/COURT PREFERRED SKILLS:

- # Thorough knowledge of the installation and maintenance of networked PC-based workstations under Windows 95/98 using Novell Netware and/or Windows NT/2000;
- # Theoretical or practical knowledge of Web-related technologies;
- # Excellent communication skills and the ability to work harmoniously in a team environment;
- # A degree in Computer Science/MIS or related field is desirable.

SPECIALIZED EXPERIENCE:

Progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management. Excess specialized experience may be substituted for required general experience.

EXPERIENCE AND EDUCATIONAL SUBSTITUTIONS:

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

BENEFITS:

Employees of the U.S. Courts are not classified under Civil Service, but are entitled to the same benefits. These include participation in a federally-sponsored retirement system, health, life and disability insurance programs, 10 paid holidays per year, annual and sick leave accrual and periodic step increases dependent upon employee performance.

APPLICATION PROCESS:

Submit a letter of application detailing your interest, experience and any special qualifications, with resume to:

By mail: Clerk, U.S. District Court
ATTN: PC Systems Administrator Position
P.O. Box 945
Burlington, VT 05402-0945

By email: Michael_Dunavin@vtd.uscourts.gov

All applications will be screened and the most qualified applicants will be invited for initial testing and possible follow-up interviews. Due to the nature of the duties performed, applicants are subject to a background check. Court funds are not available for interview expenses. Compliance with the Code of Conduct for Judiciary Employees is a component of any bona fide offer of employment.